

Memorandum



TO: All Agency Heads

FROM: Glen B. Gainer III
State Auditor

DATE: April 17, 2007

RE: Electronic Invoice Imaging Standards

As an integral part of my paperless audit vision, the West Virginia State Auditor's Office has completed the process of piloting electronic requisitions with four different state agencies with great success. The exciting news is that all four piloting agencies have realized significant cost savings. We have reduced the pushing of paper, improved the payment workflow, and enhanced document retention and retrieval capabilities across the board.

As part of these efforts, I pushed for and celebrate the passing of Senate Bill 405 during the 2007 regular Legislative Session. This bill effectively amended Chapter 12, Article three, section five (12-3-5) of the Code of West Virginia, which defines when a requisition to the Auditor is sufficient authority for issuing a warrant. More specifically, subsections (b) (1) and (b) (2) were both amended to require that electronic requisitions be **"in an unaltered format approved by the Auditor."**

Therefore, I have prepared and approved the **Electronic Invoice Imaging Standards and Requirement Policy**, a copy of which is included with this correspondence that sets forth the technical standards and required transfer protocol for all agencies wishing to participate in electronic requisitions.

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I am very excited about additional state agencies participating and utilizing electronic submission of payment requisitions to my office. In order to ensure a coordinated and successful roll-out of additional agencies, I ask that any interested agencies contact Lisa Comer, 304.558.2251, extension 2163 (lisa.comer@wvsao.gov), with participation questions and/or Neil Legg 304.558.2251, extension 2145 (Neil.Legg@wvsao.gov), with technical questions relating to the standards. A copy of the Electronic Invoice Imaging Standards and Requirement Policy, along with a listing of the current participating agencies and their contact numbers, are available on the Auditor's web site at www.wvsao.gov under the Auditing tab.

GBGIII;TC:cc

Attachment